

# NEIGHBORHOOD WATCH

## CAPTAIN'S GUIDE



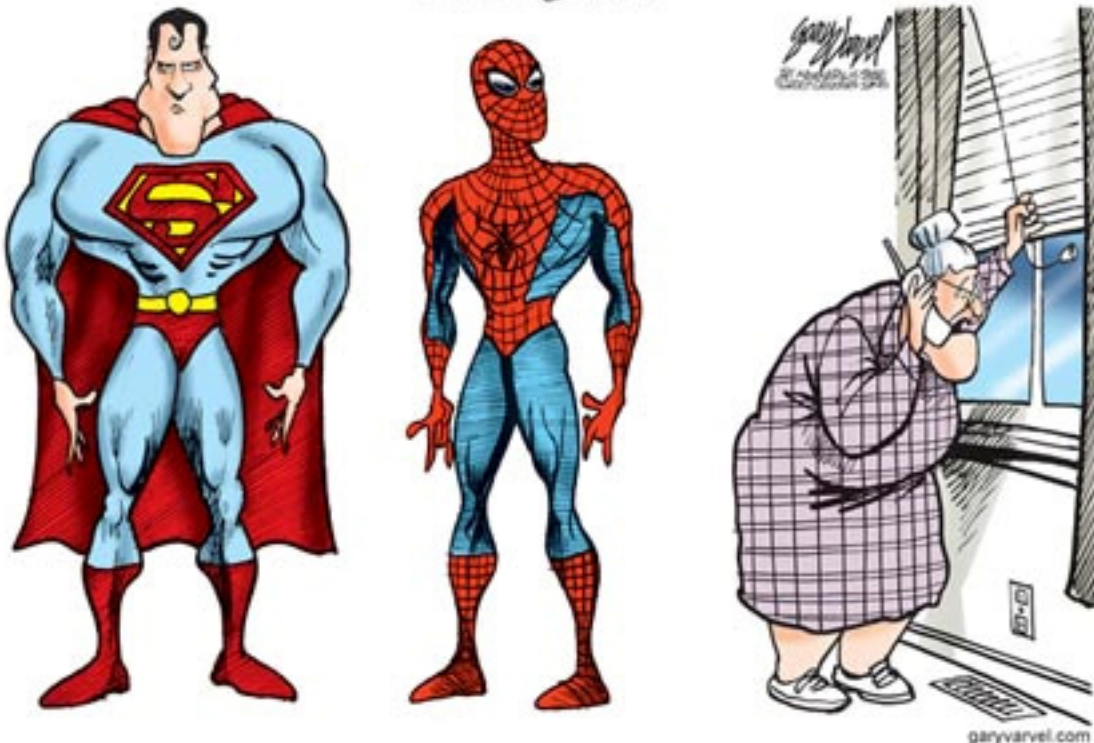
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## Crime Fighters



# Introduction

## ***Neighborhood Watch... What Is It?***

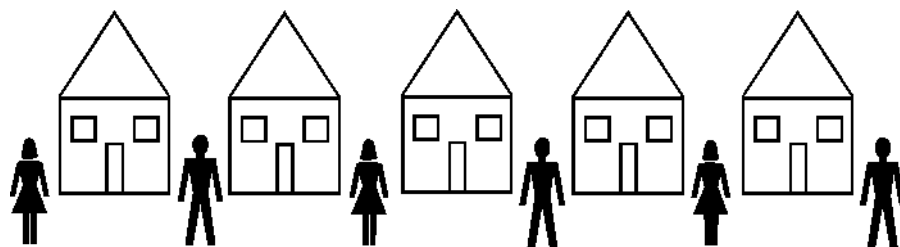
The NEIGHBORHOOD WATCH program is the cornerstone of all crime prevention programs. It enlists the active participation of citizens in cooperation with law enforcement to reduce burglaries and other neighborhood crimes. Its primary purpose is the protection of property -- **yours and your neighbors.**

NEIGHBORHOOD WATCH crime prevention programs are a proven and effective means to substantially reduce not only the incidence of residential burglaries in a specified geographical area, but the incidence of other crimes. ***A good neighbor is one of the most effective crime prevention tools ever invented.***

This program teaches you steps that can be taken to help protect your home. It also helps you organize a neighborhood group and start making crime prevention a part of every persons daily routine.

## ***Why Establish A Neighborhood Watch?***

The Neighborhood Watch program will help deter crime in the neighborhood you live in. The "job" of a citizen in a neighborhood watch area is to be suspicious, alert and to report any suspicious activity to the police department. It is the responsibility of the police to apprehend the criminals. Yours is to report crime.



Who gets involved...

# Everyone!!

Get as many neighbors involved as possible. Not everyone will want to be a part of the program, and that's all right. Make sure they know about the Neighborhood Watch program and that they are always welcome to come to the get-togethers. Make sure they know about all your events.

## ***Where to hold your Neighborhood Watch meetings***

Make the meetings as convenient as possible. Have them in the neighborhood so that your neighbors will come. The first meeting can be held indoors or outdoors, depending on the weather. If outside, ask the participants to bring their own chairs. Most meetings are held outdoors, in the front of the home, in the driveway, garage, etc. Just make sure everyone can find the meeting easily. Your second meeting and subsequent meetings can be held anywhere, just make it convenient. You want as many people to be there as possible. If you have it somewhere other than the neighborhood, make sure there are good directions to the event.



## ***When do you hold your meetings or get-togethers***

Whenever it is good for your neighbors! Make it hard for them to give you an excuse not to be there. Evenings are good. Mondays through Thursdays are the recommended days. 7PM or after is a good time to start. It allows everyone to get home, eat something and those with children can spend a little time with them.

## ***Active Participation***

You and your co-captains will be responsible for holding two meetings or activities per year. A qualified activity is 50% or more participation of the homes in your neighborhood watch area.

In many cases the Neighborhood Watch was created because of problems or potential problems in the neighborhood.

The interest level in crime prevention is very high when residents feel their neighborhood is in jeopardy. People will do almost anything to maintain the sanctity of their home and street. When sanctity or a reasonable resemblance of it is restored, interest wanes and people become complacent again. This complacency eventually causes the neighborhood to fall back into a tenuous situation, putting people and homes into a less safe and secure environment. Therefore it is important that the Neighborhood Watch captains and the assistants maintain a high interest level in the Neighborhood Watch program and help the street avoid complacency.

**The Neighborhood Watch Captain plays a very important role in the Neighborhood Watch program.**

### ***What are your responsibilities as Neighborhood Watch Captain?***

A Neighborhood Watch captain is very important to the success of the program! Your involvement and enthusiasm will get the other neighbors in the neighborhood watch involved. You arrange the Neighborhood Watch meetings or events. **Two are required per calendar year.** Don't let it scare you! It will take less time than you think.

Your initial Neighborhood Watch meeting can be used to establish to your neighbors the meaning and purpose of the Neighborhood Watch program and how it will benefit them, or your first "meeting" could just be a fun activity. Get the people out and meet one another. Suggestions for activities will be included later to help make your meeting a success.

At least one of your first two meetings needs to provide information on the following:

- Neighborhood Watch Program
- Home Security (Target Hardening)
- Vehicle Security
- Operation Identification

The Crime Prevention Officer for your area will present the information and provide materials.

All subsequent meetings just need to be some kind of get together. The purpose of these meetings, again, is for the neighbors to get to know one another.

As a Neighborhood Watch captain you will also be responsible for the paperwork that needs to be turned in to the Police Department. **Required documentation will be signatures on attendance sheets.** Effective May 1, 2001 letters will not be accepted as documentation. We need to receive attendance sheets for your get-togethers within 4 weeks of the activity date to ensure active participation on a yearly basis. Once you have completed each activity, simply send your attendance sheets to:

Maricopa Police Department  
Attn: Neighborhood Watch  
45145 W. Madison Ave.  
P.O. Box 610  
Maricopa, AZ 85239  
or fax to:  
(520) 316-6888

**Any Neighborhood Watch that does not have the two required meetings per year, with at least 50% participation, will not be considered "active."**

The Neighborhood Watch captain is the liaison between the police department and the neighbors. The police department sends information to our Neighborhood Watch captains and they, in turn, can disseminate this information to the neighbors. If there are questions or concerns that are conveyed during an event, the Neighborhood Watch captain can call their crime prevention specialist for clarification and answers.

### ***How To Plan Your Neighborhood Watch Meetings and Make Them Successful!***

Make the date as convenient as possible for the majority of the people. Send out invitations or flyers at least 2 weeks before the event. You will probably never get everyone at the same meeting. That's okay. You need 50% of the homes in your designated area to participate and that's it! Monday through Thursday evenings are always good. Friday night and Saturdays are often hard to get the participation needed. Take a quick survey of your neighbors and see what they say. They are the ones who will make the Neighborhood Watch successful! Be sure to have everyone there sign the attendance sheet so you get credit for the meeting.

## ***To Be An “Active” Neighborhood Watch You Must:***

### **Have two (2) Neighborhood Watch activities:**

- The first or second meeting must be the organizational meeting with your crime prevention officer presenting the information and materials. All other get-togethers can be social events.
- If you start your Neighborhood Watch **BEFORE** September 1, your second event must be held by December 31 of that same year. If you start your Neighborhood Watch **AFTER** September 1, your second meeting must be within 6 months of your first meeting. In both cases your second meeting must NOT be sooner than 6 weeks of the first.
- All meetings require at least 50% participation of the homes in your designated area, and attendance sheets from those get-togethers need to be sent to the Maricopa Police Department Neighborhood Watch office to keep the neighborhood's status active.

### **After your second activity:**

- Once the attendance sheet from the second get together has been received by the Neighborhood Watch office, your record will be updated.



## ***Tips For Having A Neighborhood Watch Party***

- Send out invitations at least 2 weeks in advance. Give the date and the approximate length of the party. Indicate alternate plans should it rain. It may be possible, instead, to plan on using a finished basement or covered patio.
- Assign one person to handle the RSVP's, preferably someone with an answering machine. In taking an RSVP call, get the caller's name, address, phone number and number of people coming and the ages of the children.
- Have name tags ready with each person's name and house numbers.
- In addition to the food that people will bring, have one person responsible for paper plates and napkins, one for ice, another for soda; or have the guests bring their own beverage.
- Younger children are comfortable on sheets or blankets on the ground. It is nice to have some toys out for them.
- Provide several large trash containers.
- Ask guests to bring lawn chairs.
- Be generous with food. People tend to eat twice -- upon arrival, and later, when they have relaxed. Finger foods work well. Desserts are also very popular. Have 'doggie bags' for leftovers.
- Ask local merchants to donate food, prizes or gift certificates; even money saving coupons will make good give-aways to those who attend the party.
- Just in case, have a first-aid kit handy.
- If you barbecue, keep the grill far from the children's area. Begin cooking on the grill about half an hour before the party.





## ***Some Ideas For Your Next Meeting...***

- Ice Cream Social
- Potluck / Barbecue
- Progressive dinner and let the older children serve the food
- Pool party
- A event for G.A.I.N.
- Halloween: block off the street to traffic and let everyone get together and hand out treats
- Invite your beat officer to your party (call the Neighborhood Watch office to have this request made. See list of coordinators in the front of this manual.)
- Invite the Fire Department to your party (call the Fire Dept. at 644-3882)
- A dessert party
- Flashlight walk
- Walk through the neighborhood to see the Christmas lights
- Sing Holiday carols to the neighboring streets
- Bike parade
- Pet parade
- A service project
- Sidewalk and/or Driveway chalk drawing contest
- Crime Prevention presentation (by a Crime Prevention Specialist or Volunteer; call Maricopa PD at least 3 weeks in advance to schedule this)
- See Referral List in back of this guide for other presentation ideas



***You are only limited by your imagination!***

Make these functions fun and involve the children. You want to promote neighborhood unity and cohesiveness.



# VISTA SERRANO WEST

**Annual Neighborhood Watch Party**

**Saturday, October 23 from 5 - 10 pm**

***FREE tacos...Music...Entertainment!***

v'Learn to country line dance!

v'The Mesa Fire Department will display one of their engines!

v'There will be a drawing for valuable prizes!

Bring Your Own Drinks and Chairs

You May Bring Appetizers

Or Finger Foods

Or Your Favorite Casserole

Or Dessert



Paper plates, utensils and  
ice will be furnished

If you have a talent you wish to share with your neighbors,  
please contact us!

Drawing Sponsors: ABCO, Coco's, Cost Cutters Hair Care, Dobson Road Animal Clinic, EyeMaster's, Golden Gate Restaurant, KFC, Modern Cleaners, Ranch House Restaurant, Roffler Family Hair Center, Sally's Cafe, T & G Air Conditioning, Vac Shop.

For further information call: Chris (555-1687), Amy (555-8522) or Sybil (555-2070)

# You're Invited

To our

## NEIGHBORHOD WATCH PARTY!!



Saturday, October 16<sup>th</sup>, 1999

4:00 PM – 6:30 PM

Come and join the fun at our Fall Festival!  
It will be held at the cul-de-sac on Lisa Lane.

Parents: bring your favorite food dish.  
Plates, napkins, utensils, and drinks are also needed.  
Please bring lawn chairs.

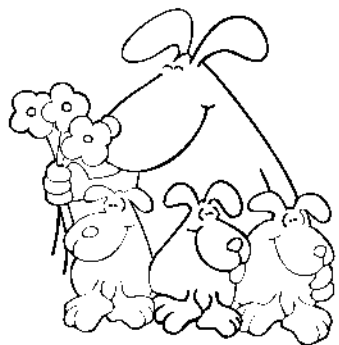
Kids: decorate your bikes, big wheels, and wagons for a parade and  
contest!

All entries will receive a prize! Prizes will also be given for "Best  
Entry", "Most Creative", and "Most Unique"!



Please RSVP to Al at 555-0505 by Wednesday,  
October 13<sup>th</sup>.

Let him know what kind of food you'll be bringing  
and how many entries your family will have for the  
parade.



# You're Invited!!

You are invited to attend the  
**Neighborhood Watch Event**

When:

Where:

Time:

What to Bring:

Captain: \_\_\_\_\_

Phone Number:

Be sure to mark your calendar for this important event  
and be an active member of your community.





# Neighborhood Watch

Date

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To Whom It May Concern:

Please recognize this Neighborhood Watch Captain as a registered and active participant in the Neighborhood Watch program.

To help make their neighborhood program successful, any donation you can make to this neighborhood organization would be appreciated.

If you need to verify this information, please call the Neighborhood Watch office at (480) 644-2300, option 5, during normal business hours.

Thank you in advance for your generosity.

# You now have the necessary information to be a successful Neighborhood Watch Captain!

The following information is contained in the manuals that were given to you and your neighbors at your meeting.

- + Preventive Home Security Measures
- + Crime Prevention through Environmental Design
- + Operation Identification
- + Security Alarms
- + Suspicious Activity: What Is It and How To Report It
- + When To Call The Police and Information To Provide
- + Prioritizing Calls: Who Gets The Police First
- + Vehicle Security
- + Cons and Frauds

If you have questions regarding these or other subjects, please call the Crime Prevention Officer for your district (listed on page 3 of this manual) or call the Crime Prevention office at 644-2300, option 5.





